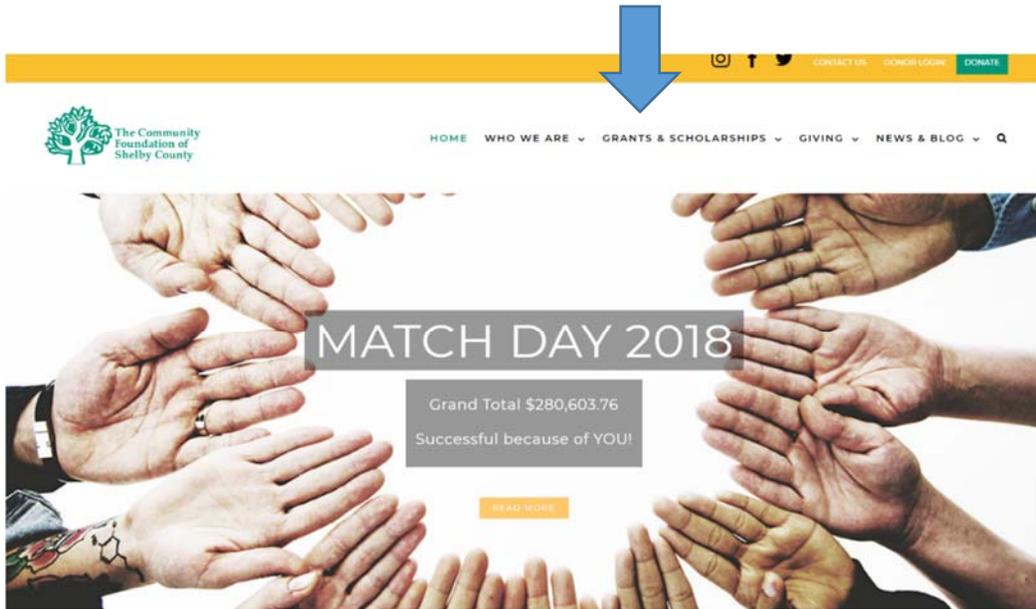
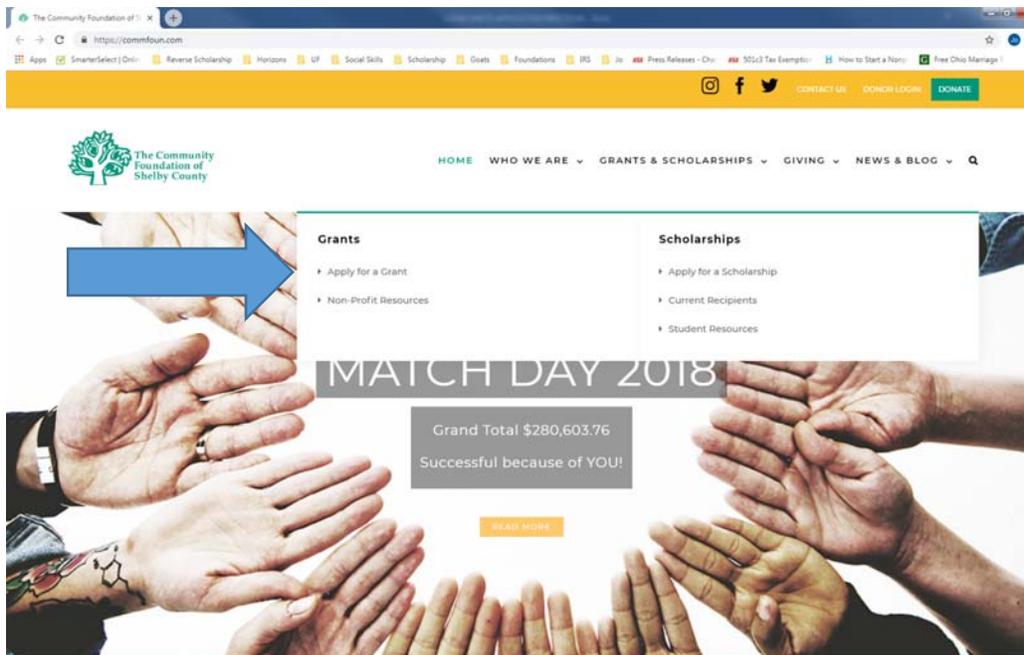


## LOUISE SHEETS FUND APPLICATION DIRECTIONS:

We have created an online application for the Louise Sheets Fund that is open and ready for grant applicants. The application is on our new website at [www.commfoun.com](http://www.commfoun.com).



Select the Grants & Scholarships tab and click 'Apply for a Grant.'



You will find the “Louise Sheets Fund” with the ability to open a section featuring the link for the application along with the Grant Guidelines, Application Tips and Q&A information.

Some of these community granting funds may have their own granting restrictions and their awards are determined through a competitive process based upon proposals submitted by local organizations.

**Please review the Grant Guidelines each of the following grant programs for specific dates and steps in the process.**

+ Community Grants

+ Art Grants

+ Louise Sheets Fund



#### FREQUENTLY ASKED QUESTIONS

+ Application & Award Process

+ Eligibility

+ How do we know if our organization has a 501(c)(3) status?

+ How do we know if our organization is incorporated in the State of Ohio?

+ What is a Fiscal Sponsor?

+ I'm an individual in need of assistance, can you help me?

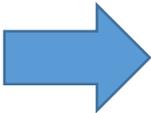


**Please review the Grant Guidelines each of the following grant programs for specific dates and steps in the process.**

+ Community Grants

+ Art Grants

+ Louise Sheets Fund



Starting in 2019, grants will be awarded during two grant cycles a year. Grant proposal deadlines are March 7 and September 12, 2019. Final awards will be announced in late April and October.

This granting program is restricted to organizations in or serving residents within the boundaries of the Botkins Local School District.



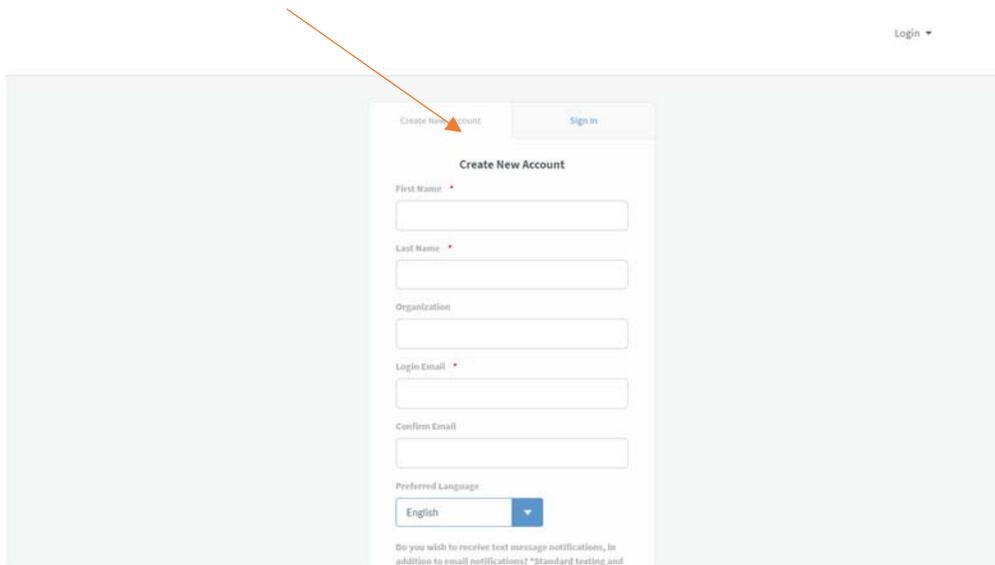
· [Application](#)

· [Grant Guidelines](#)

· [Application Tips](#)

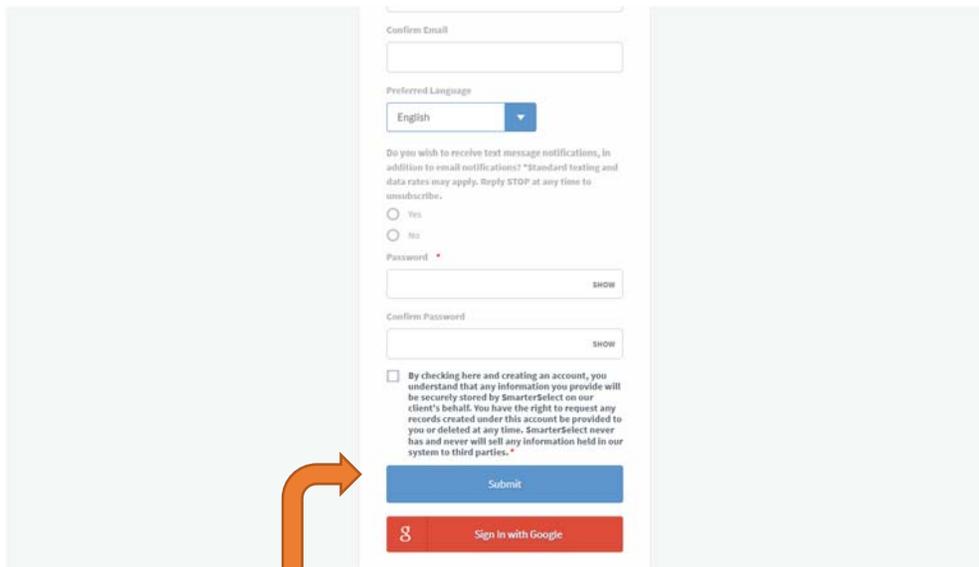
· [Q&A](#)

Once you click on Louise Sheets Fund, a screen will come up that will ask you to either “Create a New Account” or “Sign In”. If you already have an account, hit the “Sign In” button, if not, then fill in the questions



The screenshot shows a web interface with a 'Login' link in the top right corner. Below it, there are two buttons: 'Create New Account' and 'Sign In'. An orange arrow points to the 'Create New Account' button. The 'Create New Account' form includes the following fields: 'First Name', 'Last Name', 'Organization', 'Login Email', and 'Confirm Email'. Below these is a 'Preferred Language' dropdown menu set to 'English'. At the bottom of the form, there is a checkbox for receiving text message notifications and a 'Submit' button.

BE SURE TO SAVE YOUR USERNAME AND PASSWORD! We are not able to reset for you, but you can request a new password through the system.



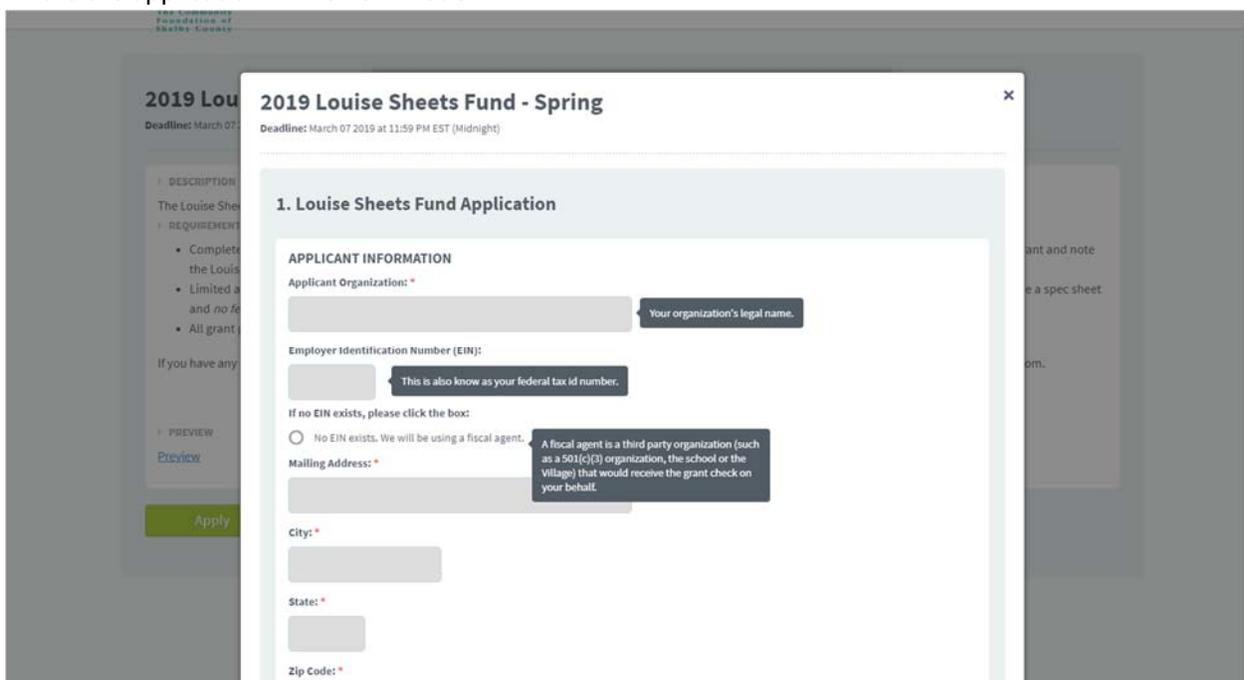
This screenshot shows the bottom portion of the 'Create New Account' form. It includes the 'Confirm Email' field, the 'Preferred Language' dropdown (set to 'English'), and a checkbox for receiving text message notifications. Below this is a 'Password' field with a 'SHOW' button, followed by a 'Confirm Password' field with a 'SHOW' button. A checkbox is present with the text: "By checking here and creating an account, you understand that any information you provide will be securely stored by SmarterSelect on our client's behalf. You have the right to request any records created under this account be provided to you or deleted at any time. SmarterSelect never has and never will sell any information held in our system to third parties." Below the checkbox is a blue 'Submit' button and a red 'Sign in with Google' button. An orange arrow points to the 'Submit' button.

Hit the “Submit” button.

Once your account is set up and you hit “Submit”, the screen below will appear. If you click the “Preview” link, a screen will pop up that will allow you to view the entire application, but you will not be able to complete it. You will need to click “Apply” in order to enter the application.



This is the application in Preview mode:



Click the “Apply” button. The application will open so you may begin inputting your information.

[Edit Application](#) [Print Blank](#) [How to test application](#)

### 1. Louise Sheets Fund Application

**APPLICANT INFORMATION**

Applicant Organization: \*

Employer Identification Number (EIN):

If no EIN exists, please click the box:  
 No EIN exists. We will be using a fiscal agent.

Mailing Address: \*

City: \*

State: \*

Zip Code: \*

Telephone Number: \*

Website Address:

2019 Louise Sheets Fund - Spring

- + Louise Sheets Fund Application
- + Request Summary
- + Certification of Information

Website Address:

Contact Person: \*

Contact Person's Email Address  
(person listed in previous question) \*

Name of Program/Project/Equipment to be supported by a Grant: \*

Max Number of Words: 10

Total Expense for the Proposed Program, Project or Equipment: \*

\$ [ ] - [ ]

Of the above Total Expense, what Grant Amount are you requesting? \*

\$ [ ] - [ ]

**REQUEST DETAILS**

**DEMOGRAPHICS**  
Please state the number and population (ie: Infants, Senior Citizens, Homeless, School Children, etc.) who will directly benefit from this program/project/equipment. (estimate number, if a new venture) \*

Max Number of Words: 20

2019 Louise Sheets Fund - Spring

- + Louise Sheets Fund Application
- + Request Summary
- + Certification of Information

Is the applicant organization a 501(c)(3) entity? \*

Yes

No

Is the applicant organization a governmental unit? \*

Yes

No

If NO, will the grant be paid to a fiscal agent? (a third party 501(c)(3) or governmental entity)

Yes

No

If using a fiscal agent, please list its name and EIN number.

Please list the applicant organization's major funding sources. \*

Max Number of Words: 30

## 2. Request Summary

### Summary of Requested Program/Project/Equipment:

#### LEVEL 1

Please describe the What you are wanting to accomplish, Where this will occur and How your project will benefit the Botkins community. \*

Max Number of Words: 100

How will you pay for any ongoing costs associated with this project? \*

Max Number of Words: 50

Requests for equipment purchases or facility enhancements must include a specification sheet and price quotes from two or more vendors or contractors.

This is where you may add a photo or drawing, if necessary.

NOTE: We will only accept a PDF, GIF or a JPEG file type.



Maximum File Size: 20MB, Accepted file types: .pdf, .gif, .jpeg

No file attached

Please be sure to attach the correct file types. PDF, JPEG or GIF types are acceptable.

If your organization is requesting a total of \$10,000 or more in one or more applications, please complete the LEVEL 2 question and attached a list of your Board of Directors and financial report from your most recently completed fiscal year. Typically, a fiscal year ends with the calendar year, but some organizations use another date throughout the year as their ending date.

No file attached

**LEVEL 2**  
This section is only for those organizations applying for one or more grants that total \$10,000 or more. Those organizations must complete Levels 1 and 2.

What other community organizations or government entities are directly affected by this grant? State whether each organization or entity listed is in favor of this/these project(s) or purchase(s). If "no," explain why not.

Max Number of Words: 50

Please attach a PDF list of your Board of Directors.

Select File

Maximum File Size: 20MB, Accepted file types: .pdf

No file attached

Please provide a financial statement/report for the most recently completed fiscal year. Please attach a PDF document.

Select File

Maximum File Size: 20MB, Accepted file types: .pdf

No file attached

**3. Certification of Information**

**Terms and Conditions**

I hereby certify that, to the best of my knowledge, all information presented in connection with this Louise Sheets Grant Application is accurate. I understand that this form will be accepted only if it complies with the 2019 Louise Sheets Fund Grant Guidelines of the Community Foundation of Shelby County. \*

Yes, I certify that all information is true and accurate.

Edit Application

Submit

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Be sure to hit the “Submit” button when you are finished. If you do not hit “Submit” your application will not be considered. Once you submit the application, the application is locked and, if you need to edit it for any reason, please contact our office and we can reopen it for you. If you have us open the application, you will need to click “Submit” again.

Need help? Please contact Jo DeMotte ([jdemotte@commfoun.com](mailto:jdemotte@commfoun.com)) or Marian Spicer ([mspicer@commfoun.com](mailto:mspacer@commfoun.com)) at the Community Foundation of Shelby County. Our number is (937) 497-7800.